

5 May 1955

**MEMORANDUM FOR: Deputy Director of Central Intelligence**

**SUBJECT : "News from the Home Office"**

**These are my very quick reactions to the sample:**

- a. I think something of this sort is an extremely good idea.
- b. I would suggest that it be monthly rather than quarterly, even if the length were cut in half to make this possible.
- c. I am mildly allergic to the sketches of individuals in the home office. I would be inclined to suggest that as an alternative feature a brief paragraph in each Letter on the functions and perhaps the size and organization of major components in the Agency. What I have in mind as a "major component" is an office under the DD/S or DD/I or a Division or Staff under the DD/P. I have a feeling that more really useful knowledge about the way the home office works would be imparted in this fashion than by descriptions of people.
- d. I suggest as another kind of item to include in the Letter, some mention and very brief discussion of policy issues which are of wide interest and not too highly sensitive. This category would probably include relatively few substantive policy questions but a number of issues of Agency organization and perhaps issues having to do with relations with other agencies.

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**Special Assistant to the Director  
for Planning and Coordination**

**1 Attachment  
Sample News Letter**

**SA/PC/DCI:RMB:djm  
O-Addressee  
1-SA/PC/DCI Chrono  
1-SA/PC/DCI Subject (Books and publications)**

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments